

FISCAL AND TECHNICAL SPECIALIST I

DEFINITION

Under general supervision, to learn and perform a variety of special account, statistical, document processing, and technical record keeping and support work; to learn policies and requirements and review fiscal records, applications, or specialized documents and information, assisting the public and/or other County staff with the accuracy and completeness of the information; to assist others with the understanding of department/work unit procedures and requirements; to provide a variety of information about department/work unit services and functions; to perform a variety of technical and office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Fiscal and Technical Specialist class series. Incumbents learn and perform a variety of specialized financial, statistical, and document processing work requiring substantial knowledge of the policies, procedures, and special requirements of the department or work area to which they are assigned. Incumbents may be assigned to a specific work area as dictated by the needs of the County, or a County department. This class is distinguished from Fiscal and Technical Specialist II by the fact many of the assignments performed by I's are performed in a learning capacity, while more complete familiarity with a department's policies, procedures, regulations, and document processing requirements is developed. Fiscal and Technical Specialist II's are expected to perform a broader range of work assignments on a more independent basis.

REPORTS TO

A variety of County supervisory or management positions, depending upon the department or program area where assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

{The duties and assignments of a Fiscal and Technical Specialist I are similar to those of a Fiscal and Technical Specialist II with incumbents at the I level performing some assignments in a learning capacity and expected to increase their knowledge, scope of work, and independence as they become more familiar with the policies and procedures of the Department and work unit where assigned.}

Performs a variety of fiscal support and record keeping work, developing and maintaining financial records; provides specialized public and/or assistance to other County staff regarding assessment role information, County taxes and tax payments, fiscal records, recording procedures and functions, vital statistics, permit application and issue procedures, child support records and payments, public assistance records, or other areas, as assigned; updates and maintains records and information in computerized systems and databases; maintains a variety of statistical or other specialized records, posting and updating information to keep records current and accurate; may verify purchase orders and purchasing information; may maintain work and time records; may balance cash received, verify receipts, and prepare deposits; may assist with the development and control of budget information; may assist with payroll functions; reconciles information problems and ensures the accuracy of a variety of records; may have responsibility for subsidiary ledgers; provides requisite data to other government agencies, as delegated; may review referrals to department programs and processes per State requirements; updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software; performs special assignments related to the department and unit where assigned; operates office equipment.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Financial and statistical record keeping.

Good public relations techniques.

Maintenance of files and information retrieval systems.

Computers and software used in office, fiscal, and administrative support work.

Modern office methods and procedures.

Correct English usage, spelling, grammar, and punctuation.

Mathematics.

Ability to:

Learn and perform a variety of specialized financial, statistical, assessment roll, treasury support, tax collection support, child support or document processing and recording work related to the department and work unit where assigned.

Proficiently use a variety of computerized spreadsheet, word processing, and data base software.

Read, interpret, and apply a variety of rules, regulations, and policies to related to functions and services of the assigned work area.

Accurately maintain and update a variety of records and information systems.

Gather, organize, and summarize data and information.

Make mathematical calculations quickly and accurately.

Type or use word processing software at an acceptable speed to meet production requirements.

Operate a computer and use department software in the performance of assigned work.

Operate and use office equipment.

Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the work area where assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

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DESIRABLE QUALIFICATIONS

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of previous work experience in performing office, financial, or statistical support work.

Special Requirements:

None

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